

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 11-07

October 27, 2010

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Deputy Regional Attorney Vacancy  
Region 27, Denver

There is a Deputy Regional Attorney vacancy in Region 27, Denver. Eligible attorneys who desire to be considered for this position should submit applications to the attention of Secretary to Deputy Associate General Counsel, Crystal Roberts on or before November 29, 2010.

Pursuant to Memorandum OM 97-30, applicants should address each of the rating and ranking factors set forth below and should limit their responses to the equivalent of one typewritten page per rating factor. In addition, applicants should state what awards they have received within the last 5 years prior to the application date. The rating and ranking panel will review each applicant's submission, her/his most recent appraisal and the summary rating from the applicant's second most recent appraisal. This is the entire package that will be reviewed.

Applicants will be evaluated by determining the extent to which their experience, training, awards and performance appraisals indicate they possess the knowledge, skills, and abilities and other characteristics described below.

- A. Demonstrated knowledge of, as well as, analytical and decision making ability concerning the National Labor Relations Act, NLRB procedures, related Court procedures, bankruptcy statutes and state statutes applicable to NLRB compliance activities.
- B. Demonstrated knowledge of Regional Office operations (Field experience).
- C. Demonstrated ability in NLRB trial practice or comparable trial work and in Federal District Court, bankruptcy and compliance court work.

- D. Demonstrated supervisory/managerial experience and ability in Regional Office or comparable activities, including supervision of subordinates, records management, administration of personnel policies, labor relations, training, and employee development. Interpersonal skills are to be considered in this factor.
- E. Demonstrated ability in written and oral communication.
- F. Demonstrated ability to timely and appropriately complete and supervise the completion of multiple assignments.

Any questions regarding these requirements may be discussed with me or your Assistant General Counsel or Deputy.

/s/  
R. A. S.

cc: NLRBU

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